

CITY OF HOLYOKE
POLICY AND GOVERNANCE SUBCOMMITTEE MEETING MINUTES

THURSDAY, MARCH 6, 2025
TIME: 5:30PM

PRESENT: Rosalee Tensely- Williams, Gladys Lebron-Martinez, Ellie Wilson, MASC Representative Liz Lafond, Orlando Isaza, Stephen Mahoney, Compliance Manager Nakaia Smith, Receiver Anthony Soto (ZOOM)

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

School Committee Chair Ms. Wilson called the meeting to order at **5:41 p.m.** and announced that pursuant to M.G.L. c. 30A, s. 20, attendees are hereby informed that a video and audio recording is being made of the meeting.

Roll call: Ms. Tensley-Williams - present, Ms. Lebron-Martinez- present, Ms. Wilson-present

Item 1: Review Title IX based on recent Federal Court Ruling

- Ms. Wilson explained that with a new administration, Title IX has shifted and hence why we are presenting these policies again.
- **AC, AC-R, ACA, ACAB** does not need to be revised at this time. Ms. Lafond's recommendation is that they revert back to the original policy that was still in the HPS manual. Receiver/ Superintendent Soto said these were reviewed last year. At this time, we are not putting names in the policy manual as individuals leave. Ms. Lafond stated that if personnel leave, the information needs to be shared with the school committee secretary to update the manual through MASC.

● **Are these still required based on recent Federal Court Ruling: **ACA-R** , **ACGA**, **ACGB****

- Ms. Lafond **ACA-R** needs to stay as its regulation. This is based on Massachusetts and the Read of the Massachusetts Constitution, which the state has taken a stand to protect students in our schools.
- **ACGA**- This is civil rights and Ms. Lafond commented that no information has been provided that this policy is going to change.
- **ACGB**- Ms. Lafond stated this is where the big change happened at the Federal level. Massachusetts has taken a stand by this and continues to follow this policy.

Motion: Ms. Lebron-Martinez made the motion to move forward on ACA-R, ACGA, and ACGB in the policy approval. 2nd by Ms. Tensely-Williams.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Wilson-yes

Vote passed unanimously

**6XV?4&ZItem 2: Review and recommended updates for School
Committee Policies - Section G**

<https://z2policy.ctspublish.com/masc/browse/holykeset/holyoke/z20000110>

- **GA- Personnel Policies Goals-** MASC does not use this policy “goals” statement in most sections. Already have policies in our hiring process.

Motion: Ms. Lebron-Martinez made the motion to remove policy **GA-Personnel Policies Goals**. 2nd by Ms. Tensely-Williams.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Ms. Wilson-yes

Vote passed unanimously

- **GBA- Equal Employment Opportunity-** Look at the MASC version and use updated language-have expanded the protected category, made an asterisk around the Crown Act down below in policy.

Motion: Ms. Tensely-Williams made the motion to update the language from the MASC on **GBA- Equal Employment Opportunity policy**. 2nd by Ms. Lebron-Martinez.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Ms. Wilson-yes

Vote passed unanimously

- **GBD- School Committee- Staff Communications-** same as BHC (under the school committee). Make sure that the language is the same as approved in BHC, which says you will go through the superintendent before anyone else. Add cross reference. Receiver/ Superintendent Soto expressed concern that if a school committee member has a child, that going through the Superintendent instead of the school is the right fit or visiting that school. In the first paragraph change to “ALL OFFICIAL SCHOOL COMMITTEE COMMUNICATIONS.”

Motion: Ms. Tensely-Williams made the motion to update the language from the MASC on **GBD- School Committee- Staff Communications**. 2nd by Ms. Lebron-Martinez.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Ms. Wilson-yes

Vote passed unanimously

- **GBEA- Staff Ethics/ Conflict of Interest-** use MASC language and include ethics training requirements. The highlighted yellow is the update which the training is required for and if there is any possible conflict to be reported. In the City Charter you cannot receive a double paycheck. Use the Charter language. **HOLD/ refer to legal and add legal reference to the City Charter**. Add HPS language in the updated MASC policy starting with, Holyoke Public Schools shall neither (i) employ..”

Motion: Ms. Tensely-Williams made the motion to refer policy **GBEA- Staff Ethics/ Conflict of Interest** to legal for further review on City Charter. 2nd by Ms. Lebron-Martinez.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Ms. Wilson-yes

Vote passed unanimously

- **GBEB- Staff Conduct-** Make changes

Motion: Ms. Lebron-Martinez made the motion on policy **GBEB- Staff Conduct** to remove the bullets and remove the last paragraph. 2nd by Ms. Tensely-Williams.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Ms. Wilson-yes

Vote passed unanimously

- **GBEBC- Gifts to and Solicitations by Staff-** use MASC updated language based on the updated laws and regulations. Highlighted areas have the new language through the MASC.

Motion: Ms. Tensely-Williams made the motion on policy **GBEBC- Gifts to and Solicitations by Staff** to the updated language from the MASC. 2nd by Ms. Lebron-Martinez.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Ms. Wilson-yes

Vote passed unanimously

- **GBEBD-Online Fundraising and Solicitations-Crowdfunding-** KCD is cross referenced, but same as MASC. Receiver/ Superintendent Soto the biggest concern in this policy is in the event of a tragic accident or medical issues. This can be regarding a fire and the community is getting together to assist. These are rare emergencies but it does happen. Receiver/ Superintendent Soto wants the teachers and other HPS staff to be aware of the risks in crowdfunding. No change to this policy.
- **GBEC- Drug Free Workplace-** adding legal reference 41 USC 81 and cross references IHAMB, Teaching about Drugs, Alcohol and Tobacco/ JICH Drug and Alcohol use by Students. No change to the language

Motion: Ms. Lebron-Martinez made the motion on policy **GBEC- Drug Free Workplace** to add legal reference 41 USC 81 and cross references IHAMB, Teaching about Drugs, Alcohol and Tobacco/ JICH Drug and Alcohol use by Students.. 2nd by Ms. Tensely-Williams.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Ms. Wilson-yes

Vote passed unanimously

- **GBED- Tobacco/ E-Cigarettes use on School Property by Staff Members-** expand the use of tobacco products (more), use the updated MASC and add the cross reference ADC Tobacco Products on School Premises Prohibited/ JICH Alcohol, Tobacco, and Drug use by Students Prohibited.

Motion: Ms. Tensely-Williams made the motion on policy **GBED- Tobacco/ E-Cigarettes** use on School Property by Staff Members to add the MASC broader language and cross reference. 2nd by Ms. Lebron-Martinez.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Ms. Wilson-yes

Vote passed unanimously

- **GBEE- Personnel use of Technology-** District does not have this policy/ Adopt New Policy. This policy is to use technology responsibly and comply with Holyoke Public Schools.

Motion: Ms. Tensely-Williams made the motion to adopt policy **GBEE- Personnel use of Technology** to be added as a new policy for HPS district. 2nd by Ms. Lebron-Martinez.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Ms. Wilson-yes

Vote passed unanimously

- **GBGB- Staff Personal Security and Safety-** Ms. Lafond commented that we don't test for TB anymore. MASC language is more updated. Update cross reference EB Safety Program. Remove the Legal Reference M.G.L 71:54, 71:55B, 71:55C and the cross reference GCBD Professional Staff Fringe Benefits and GDBD Support Staff Fringe Benefits. EB name changed from Environmental to Safety.

Motion: Ms. Tensely-Williams made the motion on policy **GBGB- Staff Personal Security and Safety** to accept the updated language from MASC, update the cross reference and remove the legal reference. 2nd by Ms. Lebron-Martinez.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Ms. Wilson-yes

Vote passed unanimously

- **GBGE- Domestic Violence Leave-** Ms. Lafond stated it is required by law and the highlighted paragraph states that if no leave, an individual (victim) can ask the school committee for leave. The law allows up to 15 days. Remove the last 3 paragraphs.

Motion: Ms. Tensely-Williams made the motion to adopt policy **GBGE- Domestic Violence Leave.** 2nd by Ms. Lebron-Martinez.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Ms. Wilson-yes

Vote passed unanimously

- **GBGF- Professional and Support Staff Family Medical Leave-** "school"

changed to “district”. Policy doesn't need change. This is Holyoke FMLA policy statement.

- **GBGF-E-Family and Medical Leave-** Ms. Lafond said this policy is very old. Ms. Wilson recommends the removal of this policy.

Motion: Ms. Tensely-Williams made the motion to remove policy **GBGF-E-Family and Medical Leave**. 2nd by Ms. Lebron-Martinez.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Ms. Wilson-yes

Vote passed unanimously

- **GBI- Staff Participation in Political Activities-** MASC language is updated and broader. No use of schools/ equipment or filming in school facilities.

Motion: Ms. Lebron-Martinez made the motion for policy **GBI- Staff Participation in Political Activities** to use the updated language from the MASC. 2nd by Ms. Tensely-Williams.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Ms. Wilson-yes

Vote passed unanimously

- **GBJ- Personal Records-** This has some language that conflicts with privacy issues, including immigration status and homelessness. Gender neutral and “school” to “district”. Change “file” to “record”.

Motion: Ms. Tensely-Williams made the motion for policy **GBJ- Personal Records** to change gender neutral terms, change “file” to “records” and “school” to “district”. 2nd by Ms. Lebron-Martinez.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Ms. Wilson-yes

Vote passed unanimously

- **GBK- Staff Complaints and Grievances-** no changes
- **GCA- Professional Staff Positions-** MASC policy adds some language “or an existing **position** (job description) is substantially modified” in 2nd paragraph. This is about creating a new position then a position vacant. Receiver/ Superintendent Soto was concerned that this micromanages the district in holding up possible positions. Ms. Lafond added a sentence, “The committee shall not unreasonably withhold approval.” to the 2nd paragraph. Ms. Wilson would like to bring this policy up for further discussion. In the first paragraph add “NEW” after All.

Motion: Ms. Lebron-Martinez made the motion for policy **GCA- Professional Staff Positions** to go to the full school committee for discussion. 2nd by Ms. Tensely-Williams.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Ms. Wilson-yes

Vote passed unanimously

- GCBA-Professional Staff Salary Schedule- HOLD/ Labor Relations Council. Ms. Lafond stated that this does not follow the ladder. As it does not recognize training and experience. This policy should go on **HOLD**. Receiver/ Superintendent Soto does feel the need for this policy and it is outdated. Include language to address all bargaining units. Receiver/ Superintendent Soto recommends that it should be reviewed by the labor attorney.

Motion: Ms. Lebron-Martinez made the motion to hold for further review on policy **GCBA- Professional Staff Positions**. 2nd by Ms. Tensely-Williams.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Ms. Wilson-yes

Vote passed unanimously

- **GCBB- Employment of Principals**- Slight language differences, add initial contracts in 2nd paragraph. Ms. Lafond states that you can go up to 5 years and maybe to 3 years. Second sentence remove “said” to “initial”.

Motion: Ms. Lebron-Martinez made the motion for policy **GCBB- Employment of Principals** to make the recommended changes highlighted by MASC in order to align with legal laws. 2nd by Ms. Tensely-Williams.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Ms. Wilson-yes

Vote passed unanimously

- **GCBC- Professional Staff Supplemental Pay Plans**- will keep “may” in the last sentence instead of “will”. Labor Relations look over. This policy will be placed on **HOLD**.
- **GCCAD- Military Public Schools Military Leave Policy**- MASC doesn't have it, Ms. Lafond recommends that we remove the policy REMOVE .

Motion: Ms. Lebron-Martinez made the motion for policy **GCCAD- Military Public Schools Military Leave Policy** to remove the policy. 2nd by Ms. Tensely-Williams.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Ms. Wilson-yes

Vote passed unanimously

- **GCD- Professional Staff Vacations and Holidays**- Recommendation to remove policy as based on contracts and accrual of time.

Motion: Ms. Lebron-Martinez made the motion for policy **GCD- Professional Staff Vacations and Holidays** to remove the policy. 2nd by Ms. Tensely-Williams.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Ms. Wilson-yes

Vote passed unanimously

- **GCE- Professional Staff Recruiting and Vacancies**- MASC is more broader.

Ms. Wilson likes the second paragraph in the MASC as it states that the district looks far and wide to find the best individuals. Ms. Lafond is a feel good policy and not required by law.

Motion: Ms. Tensely-Williams made the motion for policy **GCE- Professional Staff Recruiting and Vacancies** to update language from MASC as it is broader and does a wide variety of searches. 2nd by Ms. Lebron-Martinez.

Ms. Lebron-Martinez-yes, Ms. Tensely-William-yes, Ms. Wilson-yes

Vote passed unanimously

- Will be taking GCF- Professional Staff Hiring in the next meeting.
- Section H will be added to the next meeting

Motion: Ms. Lebron-Martinez made a motion to adjourn the meeting. 2nd by Ms. Tensely-Williams

Ms. Tensely-Williams-yes, Ms. Lebron-Martinez-yes, Ms. Wilson-yes

Vote passed unanimously

Meeting adjourned 7:46pm